**Faculty Development Funds - Guidelines**

*Grossman School of Business - UVM*

**Purpose**

* To provide funds for faculty development, especially for junior (tenure-track) faculty
* To provide some assistance with expenses related to faculty travel to conferences and professional events in cases where grant funding or other resources are not sufficient to support this
* To enhance the reputation of the School and the University in the greater research community

**General Information**

* There is an allocated budget line for this purpose in the BSAD. However, it is limited. Funds will be provided from other limited resources when available.
* The total funds available for each year may vary depending on college resources.
* There is a maximum limit of $1,500/request.
* Only one allocation per faculty member in the same academic year. (Exceptions *may* be allowed, but only in very limited cases, and only with exceptional rationale. Please fill out two forms with VIII filled out for second trip).
* Once funds are exhausted, new awards will not be available.
* Requests for funding may be submitted at any time up to the deadline. Any request after the deadline will only be considered if there are funds still available.
* The Dean will review all requests, and will normally respond with a decision within 1-2 weeks.

**Deadlines**

* Deadline is January 31, all information must be in Digital Measures by the end of the business day.

**Eligibility**

* Full-time Tenured/Tenure-track Faculty and Lecturers

**Selection Criteria**

* Faculty rank (priority given to supporting tenure-track junior faculty)
* Importance/quality of event; benefit to faculty member
* Active participation in meeting or conference (research talk or poster presentation)
* Availability of BSAD designated funds
* Availability of sufficient supporting funds from other sources

**Application Process**

* Complete and submit application form in Digital Measures by the deadline (typically in January for the following FY) with all required information. However, if submitting after the deadline then you will additionally send an e-mail to the Dean, cc’ing the Business Manager requesting approval. A sample of what questions you will need to answer is below.

School of Business Administration

**REQUEST FOR FACULTY DEVELOPMENT FUNDS**

**(Please enter this in Digital Measures)**

**Travel Dates** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I. Conference Information:**

 Conference Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Conference Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. FACULTY RANK:**

 **\_\_** Assistant Prof **\_\_** Associate Prof

 **\_\_** Full Professor \_\_ Lecturer

 \_\_ Other (explain)

**III. Purpose of Request (check all that are appropriate)**

 \_\_\_\_\_ Regional \_\_\_\_\_ National \_\_\_\_\_ International \_\_\_\_\_ Conference \_\_\_\_\_ Symposium \_\_\_\_\_ Research \_\_\_\_\_\_Contributed Talk

 \_\_\_\_\_ Professional Activity (elected officer, performance, exhibition, etc.) \_\_\_\_\_ Invited Keynote Review or Talk \_\_\_\_\_Invited Talk

 \_\_\_\_\_Poster Presentation \_\_\_\_\_Student Author/Co-Author \_\_\_\_\_ Other (explain)

# IV. Description of Request

Provide a brief statement that clearly describes the reason for your request for Faculty Development Funds. **Requests for Travel** should include the

 intended destination and purpose of the travel. Attach a copy of any material that will **verify** your participation in the requested travel.

**V. Will this be published?**

 \_\_\_\_Yes (Indicate where :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

 \_\_\_\_ No (Indicate why: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

# VI. Detailed Budget

Provide an itemized list of the expenses that you expect incur for this travel.

 Transportation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lodging: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Registration Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other (explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 1) Total $ Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2) Minus other sources of funding (see Section VI below): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3) **Grand Total $ Requested from Faculty Development Funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (NOTE: Maximum Limit $1,000.00)**

## VII. Other Funding Sources

List sources from which funds have been solicited for support of the activities included in this request.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Yes** | **No** | **Amt. Received (or Requested)** | **Comments** |
|  Grant support available to be used? |  |  |  |  |
|  Research (discretionary) funds available to be used? |  |  |  |  |
|  Have applied or will apply for Nicole Maria Stata Fellowships and Awards. |  |  |  |  |
|  Other (e.g., personal funds, etc. - please specify) |  |  |  |  |
|  **Total Other Funding Sources:**  |  |  |  |  |
| VIII. Justification on why an exception should be allowed for additional above the rationale for a second conference:   |
| IX. Are you willing to share the information you gained while attending the conference through a presentation at a brown bag lunch or faculty meeting?Yes\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_\_\_\_ |
| X. What course or courses do you intend to apply your new learning?

|  |  |  |  |
| --- | --- | --- | --- |
| Course Number | Course Name | Number of Credits | Grad or Under Grad |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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| XI. Other comments you would like to be considered in the review of your application:  |
| XII. Comments and Endorsement by Dean of the School of Business Administration SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |